



CROWN POINT CITY COURT

Court House Square, Room 300

P.O. Box 594

Crown Point, Indiana 46308

HON. KENT A. JEFFIRS
JUDGE

PHONE: (219) 662-3243

FAX: (219) 662-3261

CROWN POINT CITY COURT EMPLOYMENT OPPORTUNITIES

I. Full Time Position:

Job Title: Full Time Court Clerk

Work Schedule: 40 hours per week, Monday through Friday

Reports to: Judge, Kent A. Jeffirs

II. Part Time Position:

Job Title: Part Time Clerk

Work Schedule: 20-29 hours per week, Monday through Friday

Reports to: Judge, Kent A. Jeffirs

III. Description:

Under the direction of the City Court Judge, the Court Clerks perform all case management and administrative duties for all City Court cases, including communications with court staff, attorneys, defendants, and the general public; preparation and maintenance of court records; maintenance of probation documents; processing of court case payments; maintenance of legal department documents and maintaining and updating computer database. Good personal skills for working with the public and good computer skills are required.

IV. To Apply:

You may pick up an application at the City Court Clerk's Office located in Room 300 of the Old Courthouse Building in downtown Crown Point or from the Human Resources Department at City Hall. Completed applications with current resume attached must be submitted to the City Court Clerk's Office during business hours of Monday through Friday from 9:00 a.m to 12:00 noon by Friday, June 22, 2007.

Selected applicants will be contacted at a later date for telephone and/or in-person interviews with the Judge.